

# PREVENTING CHRONIC DISEASE

## PUBLIC HEALTH RESEARCH, PRACTICE, AND POLICY

### Instructions for Submitting a Request for a Collection

Individuals interested in publishing a special collection in *Preventing Chronic Disease* (PCD) must submit a proposal for review and approval by Editor-in-Chief Dr. Leonard Jack, Jr. Elements of the proposal and the collection process at PCD are described below.

**NOTE:** Acceptance of the proposal does not guarantee acceptance of any or all manuscripts submitted for the collection. All manuscripts will undergo the same rigorous peer review process as regularly submitted manuscripts.

#### Description and Background

- Provide a concise description of the collection.
- Provide proposed title of collection.
- Provide background (complete with references) documenting the problem and why it should be addressed in the journal.
- Mention if this issue has been addressed previously in PCD.
- Describe timeliness of the publication.

#### Manuscript Information

- Describe proposed call for papers (if being proposed).
- If manuscripts are already identified, indicate titles, authors, and provide an abstract (250 words or less) for each.

#### Guest Editor(s)

- Identify proposed guest editor(s) and attach CVs.
- Provide title, affiliation, and contact information (mailing address, office number, fax number, cell number, and email address).
- Describe why the guest editor(s) was/were chosen for this collection.

#### Timeline

- Indicate proposed timeline for submission of articles.
- Indicate desired time frame for publication in PCD.

#### PCD's Collections Process

PCD is a “continuous publication” journal, meaning that articles are uploaded every week as they complete production. The continuous publication model allows maximum flexibility in publishing collections, as outlined below:

- Collection manuscripts may be submitted at any time and do not need to be submitted together.
- In the cover letter, authors should indicate that the manuscript is part of a collection and include the collection title.
- Accepted manuscripts will go through production independently.
- Manuscripts are published in the order that they complete production.
- Once the final paper in the collection is published, PCD will bundle the articles together in a single PDF and create a cover with the collection's title.
- PCD will notify the guest editor(s) when the collection is posted online and send a link.